

EDITED TASK LISTING

CLASS: Project Director I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Provide oversight and management of the less complex and less sensitive capital outlay projects in order to successfully deliver capital outlay projects utilizing project accounting, and management tools, etc. under close supervision of management.
2.	Prepare funding approval packages for control agencies using Microsoft office applications, under close supervision of management.
3.	Assure that all appropriate documents have been received by the contract staff from the construction contractor by meeting with the Contract Analyst and reviewing the documents for contract compliance, under close supervision of management.
4.	Oversee that the construction contract is signed and awarded to the construction contractor within the required timeframe by communicating with the Contract Analyst and the construction contractor, under close supervision of management.
5.	Work with contract staff, prepares invitation for bid and contract for required material testing based on recommendations by the architect and engineer using Microsoft Office Applications, under close supervision of management.
6.	Facilitate preconstruction conference by scheduling a meeting with the construction contractor, inspector, Departmental staff, architect and engineer and other appropriate parties utilizing written and verbal communication, under close supervision of management,
7.	Respond, or coordinate response to questions, (i.e., Requests for Information) and/or submittals from the Construction Contractor, Construction Manager, Architect/Engineer, State Inspectors and Testing/inspecting consultants utilizing written and verbal communication, under close supervision of management.
8.	Schedule and facilitate construction project progress meetings to be conducted at the construction site, utilizing project management tools (e.g., telephone, e-mail, Microsoft Office and other construction management software etc.), under close supervision of management.
9.	Review work in progress at the construction site to determine best course of action regarding construction issues based on visual site inspection, best practices and verbal/written communication, under close supervision of management.

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10.	Obtain change order estimate from construction contractor, determines entitlement and utilizing project management tools (e.g., estimating and scheduling software, etc.) negotiates final change order costs and time by meeting with the construction contractor, under close supervision of management.
11.	Monitor, as needed, the construction contractor's schedule comparing it to visual inspection of progress at the construction site to determine compliance with the contract requirements, under close supervision of management.
12.	Review construction contractor's payment request with actual progress of work in the field and approved schedule of values, approves construction contractor's monthly progress payments and submits to accounting so that the payment may be processed, under close supervision of management.
13.	Participate in claims management through careful review of bid documents, timely responses to questions, submittals, and change orders, under close supervision of management.
14.	Involves, when appropriate, CDCR management and Office of Legal Affairs in dispute resolution utilizing, meetings, written and verbal communication, under close supervision of management.
15.	Closes out the construction contract and process final payment to the construction contractor in accordance with contract language, Government and Public Contract Codes, and CDCR procedures, gathers all warranty, guarantee, Operation and Maintenance Manuals, final as-built drawings, and project-related documents and forwards to Institution and Facilities Management Division via personal delivery or mail service, under close supervision of management.
16.	Compiles construction contract close out documents including final payment and submits to the Contract Unit, under close supervision of management.
17.	Oversee preparation of plans, specifications, and cost estimates using written and verbal communication to ensure the final construction documents are in compliance with required codes and regulations, and are in accordance with authorized project scope and budget language, under close supervision of management.

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18.	Prepare front-end documents, which contain the bidding requirements and general conditions of the construction contract and Division specifications, using standard Departmental templates and Microsoft Office applications, under close supervision of management.
19.	Coordinate peer review contractors activities, reviews and distribute Peer Review documents to appropriate parties (e.g., architect/engineer, etc.) and ensures that Peer Review comments are incorporated into the construction documents, under close supervision of management as necessary.
20.	Coordinate regulatory agency's review (e.g., the State Fire Marshal, Access Compliance etc.,) for review and approval of the construction documents by scheduling and attending meetings with regulatory agencies and appropriate consultants contractors, under close supervision of management.
21.	Facilitate development of construction documents utilizing project management tools (e.g., telephone, e-mail, Microsoft Office, progress meetings and other project management techniques etc.) with consultant contractors and stakeholders, under close supervision of management.
22.	Use standard Departmental templates and Microsoft Office applications, develops and coordinates advertising of construction project invitation for bid with contract staff, under close supervision of management.
23.	Utilize verbal/written skills to facilitate pre-bid conference for construction contract by scheduling the conference and conducting pre-bid walk at the construction site, under close supervision of management.
24.	Collect, organize and facilitate responses to questions by bidders utilizing Microsoft Office applications to prepare and distribute written bid addenda, under close supervision of management.
25.	Follow standard CDCR policies and procedures, coordinates the receipt and public opening of bids for construction under close supervision of management.
26.	Coordinate the development and review of completed California Environmental Quality Act (CEQA) documents for project related environmental impacts requiring inclusion of mitigation measures within the construction documents utilizing analytical skills, written and verbal communication, under close supervision of management.

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27.	Oversee the development of project needs (i.e., building square footage, adjacencies, utility replacements etc.) and based on project needs facilitates the preparation and review of preliminary plans, specifications and cost estimates utilizing project management tools (e.g., telephone, e-mail, Microsoft Office, progress meetings and other project management techniques etc.) with consultant and stakeholders, under close supervision of management.
28.	Schedule and facilitate design phase project progress meetings with consultant contractors and stakeholders utilizing project management tools (e.g., telephone, e-mail, Microsoft Office and other project management software etc.) under close supervision of management.
29.	Request and coordinate all transfer of funds in accordance with California Government Codes and State Administrative Manual Procedures as appropriated for a project, using State templates and Microsoft Office applications under close supervision of management.
30.	Establish and monitor the budget for all project expenses in accordance with authorized budget language, utilizing Microsoft Excel and Business Information System (BIS), under close supervision of management.
31.	Regularly reconciles the expenditures of a project throughout all project phases including post construction close-out using project records and BIS, under close supervision of management.
32.	Review all consultant contractors proposed billings for accuracy and based upon review approves all appropriate project-related invoices for payment after ensuring funding availability using BIS, under close supervision of management.
33.	Regularly updates project information into BIS to provide current project status, under close supervision of management.
34.	Communicate project status to the project stakeholders utilizing verbal and written communication, under close supervision of management.
35.	Establish and maintains all project files (e.g., electronic and paper, etc.) and documentation in accordance with office policy and standards, utilizing office support staff, under close supervision of management.

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36.	Prepare and submit written and/or verbal reports to appropriate stakeholders utilizing Microsoft Office applications via mail service or personal delivery, under close supervision of management.
37.	Work with contract staff prepares project specific advertisements and requests for qualifications utilizing standard templates and Microsoft applications, under close supervision of management.
38.	Review and rates the consultant contractor's qualifications submittal using criteria established in the Request for Qualifications (RFQ), under close supervision of management.
39.	Participate in the interview and selection of consultant contractors based on the interview rating criteria established in the RFQ, under close supervision of management.
40.	Develop the project's scope of services and Estimate of Value of Service (EVS) for the consultant contractors using Microsoft Office applications under close supervision of management.
41.	Negotiate consultant contractor scope of work and fees based on project scope and EVS by meeting with the consultant contractor, under close supervision of management.
42.	Prepare consultant contracts in draft form utilizing Departmental templates and Microsoft Office applications and submits to the Contract Unit for final preparation, under close supervision of management.
43.	Review final consultant contracts for accuracy and completeness utilizing analytical skills, under close supervision of management.
44.	Facilitate study activities in order to establish scope and budget of future projects at the direction of the Secretary, Legislature or Department of Finance (DOF), under close supervision of management.
45.	Ensure that the final product reflects the scope and budget requirements authorized by the Legislature utilizing project management tools (e.g., telephone, e-mail, Microsoft Office and other project management software etc.), under close supervision of management.
46.	Facilitate and prepares budget package documents for submittal to DOF in accordance with SAM Section 6800 utilizing Microsoft Office applications under close supervision of management.

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